

Syed Imran Ali

Date of birth: 12 Jan 1990 | **Nationality:** Pakistani | **Gender:** Male | (+92) 3323600012 | mani_30@hotmail.com | 12/19 Street model colony malir karachi, 75100, Karachi, Pakistan

● WORK EXPERIENCE

19 JUN 2021 – CURRENT – karachi, Pakistan

AUTHORIZATION AND INSURANCE ASSOCIATE – SAFE HANDS HOME HEALTH CARE

- **Handles the verification of insurance benefits for customers.**
- **Notifies customers of deductibles and co-insurance due.**
- **Contacts primary care physicians in regards to referrals.**
- **Regularly calls insurance companies to follow up.**
- **Explores other payment options with customer when needed.**

8 AUG 2017 – 19 JUN 2021 – karachi, Pakistan

ASSISTANT RESTAURANT GENERAL MANAGER – KFC

- Research new wholesale food suppliers and negotiate prices
- Calculate future needs in kitchenware and equipment and place orders, as needed
- Manage and store vendors' contracts and invoices
- Coordinate communication between front of the house and back of the house staff
- Prepare shift schedules
- Process payroll for all restaurant staff
- Supervise kitchen and wait staff and provide assistance, as needed
- Keep detailed records of daily, weekly and monthly costs and revenues
- Arrange for new employees' proper onboarding (scheduling trainings and ordering uniforms)
- Monitor compliance with safety and hygiene regulations
- Gather guests' feedback and recommend improvements to our menus

10 JUL 2015 – 7 AUG 2017 – karachi, Pakistan

ADMINISTRATOR – M.M KNITTING SERVICES

- Preparing, organising and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Managing diaries, scheduling meetings and booking rooms.

10 FEB 2014 – 5 JAN 2015 – London, United Kingdom

DELIVERY SUPERVISOR – PEPES PIRI PIRI (UK)

- Identify shipping system improvements and resolve concerns.
- Plan deliveries by reviewing productivity results and orders.
- Establish and monitor delivery routes.
- Identify variances and implement corrective actions.
- Manage personnel, material and equipment.

11 JUN 2011 – 10 FEB 2014 – London, United Kingdom

TEAM LEADER – PIZZA HUT (UK LTD)

- Managing the day-to-day activities of the team.
- Motivating the team to achieve organizational goals.
- Developing and implementing a timeline to achieve targets.
- Delegating tasks to team members.
- Conducting training of team members to maximize their potential.

● EDUCATION AND TRAINING

12 JUN 2012 – 12 NOV 2013 – London, United Kingdom

HIGHER DIPLOMA IN BUSINESS ADMINISTRATION – Global School of Management

17 MAY 2011 – 15 MAY 2012 – London, United Kingdom

ABE DIPLOMA IN BUSINESS ADMINISTRATION – Katherine and Kings college of london

1 MAY 2011 – 1 JUL 2011 – London, United Kingdom

ENGLISH LANGUAGE ATTAIMENT – British Council

19 JAN 2009 – 19 JAN 2010 – 12/19 Street model colony malir karachi, Karachi, Pakistan

APTECH CERTIFIED COMPUTER PROFESSIONAL – Aptech computer education

1 MAR 2008 – 3 MAR 2010 – Karachi, Pakistan

H.S.C INTERMEDIATE – Govt. degree gulistan - jauhar

1 JUN 2005 – 1 JUN 2007 – Karachi, Pakistan

SECONDARY HIGH SCHOOL – Baqai Cadet College

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft Office | Social Media | Zoom | Outlook | Skype | LinkedIn | Facebook | Google Docs